

BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM GUIDELINES FOR NEW PROJECTS STARTING JULY 1, 2006

I. INTRODUCTION

The Department of Criminal Justice Services is making available federal funds for grants to support Criminal Justice System Improvements, Crisis Intervention Team Pilot Projects, Crime & Delinquency Prevention in Minority/Immigrant Communities, and Recruiting and Retention of Criminal Justice Professionals. Funds for these grants come from money allocated to Virginia through the Edward Byrne Memorial Justice Assistance Grant Program (JAG).

This document contains information about the rules and requirements governing this grant program, the types of projects eligible for funding, the grant application forms and instructions for completing and submitting them.

Requirements/Limitations

Eligibility

Units of local government, state agencies and state institutions of higher learning are eligible to apply for and receive these funds. For this offering, consideration will be given only to new projects that are not currently being supported by a grant program administered by DCJS or the United States Department of Justice.

Amount Available

DCJS has sufficient funds to award between 10 and 15 grants at the maximum levels. Maximum award amounts for each category in this offering are stated in the following program briefs.

Match Requirement

Federal funds may be used to pay no more than 75% of the cost of an approved project. Grant recipients must provide the remaining 25% of project costs in cash from non-federal sources. For example, an applicant receiving approval for a project costing \$80,000 will be expected to provide \$20,000 of that amount in non-federal cash, and DCJS will provide \$60,000 in federal funds.

Grant Period

The grant period for successful applicants will be from July 1, 2006 through June 30, 2007.

Availability of Continuation Funding

Applicants should note that the appropriation for the JAG Program for Federal fiscal 2006 is substantially lower than the Federal FY'05 level and funding beyond FFY'06 is uncertain. Thus, we expect that our ability to support projects funded as a result of this solicitation beyond their initial grant periods will be very limited.

How to Apply/Deadline

An original and three (3) complete copies (4 total) of the DCJS Grant Application must be received at DCJS' offices by 4:00 PM on May 3, 2006. Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grant applications. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application must be completed.

Submit grant applications to:

Department of Criminal Justice Services
Grants Administration Section
202 North Ninth Street
Richmond, VA 23219

Review Process

DCJS staff will review grant applications and forward its recommendations to a subcommittee of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

II. PROGRAM BRIEFS

CRIMINAL JUSTICE SYSTEM IMPROVEMENTS

Purpose

DCJS will provide grant funds for projects to improve the functioning of the criminal justice system through strategies and programs that promote better system coordination, effectiveness and efficiency, and/or help agencies identify and respond to emerging criminal justice issues.

Discussion

Grants may be requested for projects to: 1) examine current policy or practices and recommend or make changes to improve the effectiveness and functioning of the criminal justice system or specific agencies within the system; 2) support research on current and emerging issues such as drug crime, gangs, and identity theft; and 3) support development and implementation of training related to critical problems. **Grant awards in this category will be limited to \$80,000, including required matching funds.**

Objectives

Applicants must state one or more objectives for their projects that respond directly to the problem or deficiency described in the “Need Justification” part of the grant application. Objectives must be stated in quantifiable or measurable terms that can be used to measure performance. Objectives should be stated specifically and identified individually for clarity and for purposes of evaluation.

Implementation

The Implementation section of the grant applications must describe the specific steps the applicants propose to undertake to accomplish the work of their projects. This section should include a timeline or chronological listing of steps to be followed during the process. Important dates and milestones in this process should be identified for monitoring purposes.

Performance Measures

Applicants must describe the specific outcomes they expect to result from their projects and the measures they will use to determine if the outcomes are achieved. These must be directly related to the project objectives previously stated and must be concrete, precise and quantifiable where possible. Grant recipients will be required to report quarterly on progress toward achieving the stated outcomes.

Contact/Assistance

Contact: Joe Marshall, 804/786-1577, or joe.marshall@dcjs.virginia.gov

CRISIS INTERVENTION TEAM PILOT PROGRAMS

Goal

Increase the effectiveness of law enforcement response to and handling of situations and cases involving persons who are mentally ill or under the influence of intoxicating drugs and have to be taken into custody with Emergency Detention Orders or Temporary Detention Orders, or as a result of criminal activity requiring their arrest.

Purpose

These grants will assist localities to establish crisis intervention team pilot programs to assist law enforcement officers to respond to crisis situations involving persons with mental illness, substance abuse or both. Each crisis intervention team must develop a protocol permitting law enforcement officers to release from custody persons whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable. The funding may be used to provide training to law enforcement officers and other members of a local crisis intervention team.

Discussion

The Governor's Public Safety Summit of 2005 identified the handling of the mentally ill and substance abusers as one of the most difficult situations with which law enforcement officers must frequently deal. It is often dangerous and nearly always time-consuming, reducing the availability of law enforcement service to the jurisdiction during the many hours that an officer must transport and stay with such persons while they are evaluated and then committed for mental health treatment.

Officers report that they are neither well-trained nor well-equipped to handle such persons in a proper manner. Mental health treatment resources and facilities are scarce in many of Virginia's localities and transport to distant locations is an added complication of the handling of such cases. When criminal activity is involved, persons needing mental health treatment may be committed to local or regional jails in lieu of receiving that treatment. Often no such treatment is available to them on a timely basis while incarcerated, or they may not be identified as needing such treatment.

In recent years, new models for establishing *crisis intervention teams* have been developed that offer evidence of improved, more efficient ways to handle these situations. This program offers localities the opportunity to explore improved procedures and methodology. Agencies applying for this funding are strongly encouraged to look at the current model for this program at the New River Valley Mental Health Association, based in Blacksburg, Virginia and the Memphis Police Crisis Intervention Team program, based at the Memphis (Tennessee) Police Department.

DCJS will award up to two (2) grants in this category, at a maximum amount of \$200,000 each, including required match.

Objectives

The application **must** include the following objectives:

- Specialized training in the handling of the mentally ill and substance abusing persons exhibiting signs of mental disorder will be provided during the first year of this grant to 25% of the patrol force.
- Formation of a local crisis intervention team task force, with representatives from law enforcement agencies, mental health service providers, local and regional jails, local and state community corrections programs, to design and implement a written protocol that governs the agencies' interactions with each other in the handling of cases of mentally ill and mentally disordered persons.

Applicants may include additional objectives, provided they are measurable, intended to meet the goal of this program category, and directly related to the needs and problems in the "Problem Statement" portion of the Project Description (see the instructions for completing the grant application).

Implementation

The Implementation section of the grant application must provide specific information about how training will be designed and carried out. The formation of the task force (advisory committee) should be described with appropriate milestones for their activity in this section.

The applicant must include in the Implementation section of the grant application a timetable for the project.

Performance Measures

Grant recipients will be required to report on their progress toward achieving the objectives stated above, as well as any additional objectives they include in their proposals. This information will be used to evaluate the project's performance. Applicants may include additional measures they will use to evaluate the effectiveness of their projects. The measures must be directly related to the required objectives and any additional ones stated in the application.

Contact/Assistance

Contact: Tim Paul, 804/786-2407 or tim.paul@dcjs.virginia.gov.

CRIME & DELINQUENCY PREVENTION IN MINORITY/IMMIGRANT COMMUNITIES

Goal

Increase minority, refugee and immigrant communities' understanding of and participation in crime/delinquency prevention, through partnerships with law enforcement and other community groups; improve these communities' understanding of their rights and responsibilities within the legal system.

Discussion

Minorities make up 30% of the Commonwealth's total population. They also account for 38% of all crime victims and 45% of all violent crime victims (*The Governor's Preventing Crime in Virginia's Minority Communities Task Force Report*). Crime problems in minority, refugee and immigrant communities are complicated by the tenuous and often mistrustful nature of relationships between these communities and the criminal and juvenile justice systems. Because of experiences in their homelands, many immigrants and refugees are fearful of law enforcement and often do not report crimes or even look to the system for assistance. Language and cultural barriers compound this problem.

With the increase in non-English speaking populations in Virginia, the criminal and juvenile justice systems need to be more responsive to their needs. A number of official forms have been translated and, through the Supreme Court, translators are available for court proceedings; but there are many more needs that remain unmet. The language barrier hampers access to services and prevention opportunities.

DCJS will provide grant funds for localities seeking to promote partnerships between minority, refugee or immigrant communities and criminal or juvenile justice agencies to address crime problems and crime prevention needs in these communities. Additionally, DCJS will provide grant funds for localities or state agencies for initiatives that increase access to needed resources and services to prevent or reduce penetration of these populations into the juvenile and criminal justice systems.

For example, applicants may want to consider implementing culturally appropriate evidence-based delinquency prevention programs within or in close proximity to minority, immigrant or refugee neighborhoods. Such programs might include family-based programs, after-school programs, or mentoring programs. For a list of programs identified as model programs by the federal Office of Juvenile Justice and Delinquency Prevention, please consult their model programs guide and database at www.dsgonline.com. Particularly useful may be family-based programs that employ bilingual staff in order to bridge the gap between the level of English proficiency of the parents and the greater proficiency of school-aged children, helping the parents to require greater accountability from their children.

Applicants may request no more than \$80,000, including required match, for initiating and operating a prevention program, or up to \$20,000 including required match, for one-time expenditures such as hiring a consultant or translating/printing information materials.

Objectives

Applicants must include the following objectives in their proposals:

- Increase accessibility of services, programs or materials and information to minority, immigrant or limited English speaking (ESL) populations.
- Increase the number of minority, immigrant or limited English speaking (ESL) people receiving services (if applicable).

Applicants may include additional objectives, provided they are measurable, intended to meet the goal of this program category, and directly related to the needs and problems in the “Problem Statement” portion of the Project Description (see the instructions for completing the grant application).

For those applicants proposing juvenile delinquency prevention projects, [click here](#) to view the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) Matrix of Performance Measures for assistance in drafting your objectives.

Implementation

The Implementation section of the grant application must provide specific information about how the project will be designed and carried out and a timetable for the project.

Performance Measures

Grant recipients will be required to report on their progress toward achieving the objectives stated above, as well as any additional objectives they include in their proposals. This information will be used to evaluate the project’s performance. Applicants may include additional measures they will use to evaluate performance. They must be directly related to the required objectives and any additional ones stated in the application.

Contact/Assistance

Contact: Tim Paul, 804/786-2407 or tim.paul@dcjs.virginia.gov, for law enforcement and crime prevention-related proposals

Laurel Marks, 804/786-3462, or laurel.marks@dcjs.virginia.gov, for proposals related to juvenile justice or delinquency prevention.

RECRUITING AND RETENTION OF CRIMINAL JUSTICE PROFESSIONALS

Goal

Improve recruitment and retention of law enforcement officers; and/or improve recruitment and retention of minority or bilingual criminal justice professionals.

Discussion

Grant funds may be requested for projects to: 1) examine current policy or practices and make changes to improve the recruiting and retention of law enforcement officers within their hiring agency or within the discipline; 2) support development and implementation of recruiting initiatives aimed at increasing the number of minority or bilingual professionals throughout the criminal and juvenile justice systems. Grant funds may not be used to pay for personnel salaries, but may include consultant work.

The 2005 Governor's Public Safety Summit identified as one of its primary concerns, the recruiting and retention of law enforcement officers throughout the Commonwealth. A focus group convened to discuss this topic found that virtually every law enforcement agency is experiencing difficulties in this area, resulting in an overall significant shortage of law enforcement personnel to adequately perform this function on a routine basis, and therefore a dangerous circumstance for addressing increased demands that may occur in any crisis.

In January 2005 the Governor's Task Force on Preventing Crime in Virginia's Minority Communities issued their Final Report that included a recommendation that, "All components of Virginia's criminal justice system should expand/emphasize minority recruitment ..." The Report went on to state, "The Task Force heard from many minority community members, including Task Force members, that there is a need to encourage greater participation in public service positions at all levels by minority members. This is one important way of promoting greater awareness of and sensitivity to minority issues and concerns. It is also a recommended way of providing input into policy and decision-making by public servants who have a better understanding of the effects of their actions on various minority populations and communities."

These concerns for recruiting and retention of qualified minority and bilingual applicants exist throughout the criminal justice system, including state and local probation and parole, community corrections programs, and juvenile equivalents of the adult corrections system. Related problems occur in courts and prosecutors' offices when cultural differences and language barriers interfere with or even prevent effective communication with system users.

Applicants for grants in this category may request up to \$20,000, including required match.

Objectives

Proposals must include, at a minimum, at least one of the following objectives:

- Increase the number of successful qualified candidates for law enforcement entry positions and eliminate or reduce shortages in agency authorized strength level.

- Increase the number of minority or bilingual applicants successfully recruited and employed in criminal justice system positions.

Applicants may include additional objectives, provided they are measurable, intended to meet the goal of this program category, and directly related to the needs and problems in the “Problem Statement” portion of the Project Description (see the instructions for completing the grant application).

Implementation

The Implementation section of the grant application must provide specific information about how the project will be designed and carried out and a timetable for the project.

Performance Measures

Grant recipients will be required to report on their progress toward achieving the objectives stated above, as well as any additional objectives they include in their proposals. This information will be used to evaluate the project’s performance. Applicants may include additional measures they will use to evaluate performance. They must be directly related to the required objectives and any additional ones stated in the application.

Contact/Assistance

Contact: Tim Paul, 804/786-2407 or tim.paul@dcjs.virginia.gov, for law enforcement-related proposals.

Dan Catley, 804/786-8477 or dan.catley@dcjs.virginia.gov, for adult correctional services-related proposals.

Laurel Marks, 804/786-3462 or laurel.marks@dcjs.virginia.gov, for proposals related to juvenile justice or delinquency prevention.

III. APPLICATION FORMS & INSTRUCTIONS

A. Instructions for the first application page:

(**Note:** Use the grant application and itemized budget forms linked in this document.)

Download the form:

- PDF - <http://www.dcjs.virginia.gov/forms/grants/grantApp.pdf>
- RTF - <http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf>

Grant Program: The name of the grant program is included on the form contained in this guide. "Byrne Memorial Justice Assistance Grant Program"

Applicant: Use this space to provide the name of the locality or state agency applying.

Applicant FIN – Use this space to provide the applicant's Federal Identification number.

Jurisdiction(s) Served: List all local units of government participating in the project. If statewide, enter "statewide." If a state college or university, enter "campus."

Program Title: "Criminal Justice System Improvements," "Crisis Intervention Team Pilot Projects," "Crime & Delinquency Prevention in Minority/Immigrant Communities," or "Recruiting and Retention of Criminal Justice Professionals."

Type of Application - NEW

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

Program Administrator. The person who has authority to formally commit the locality, state agency or state college/university to complying with the terms of the grant application including provision of the required cash match. This must be the chief executive officer or chief elected official of a local unit of government or Director of a state agency (e.g. County Administrator, Mayor, City Manager, College/University President; NOT Sheriff or Chief of Police). If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, then please provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.

Brief Project Description - A short description of the project your agency is proposing.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Download the form:

- PDF - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.pdf>
- RTF - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>
- XLS - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds, including matching funds.

Provide line item breakdowns of figures, divided into federal and applicant match. The proposed grant budget must reflect match on a line-by-line basis. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from non-federal sources.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

1. Personnel/Employees

- a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The budget narrative (see C., below) should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

List costs for consultant services in this section. Each item must specify the time (hours or days) required to provide these services.

a. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

a. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.

3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

Travel expenses must be fully justified in the budget narrative section.

4. Equipment

Each major item to be purchased must be separately listed with its unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Only equipment directly related to the project proposed in the grant application and necessary for the project's implementation may be included in the grant budget. The ***budget narrative*** must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

5. Supplies and Other Expenses

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x"

dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

Indirect costs **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for its indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. Cash Funds (Supporting this project from sources other than the grant program.)

This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

C. Project Budget Narrative:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

D. Project Description:

Provide a narrative that describes in detail the need for the project, its goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing this part of the application, please use the following format:

Program Title:

“Criminal Justice System Improvement,” “Crisis Intervention Team Pilot Project,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” or “Recruiting and Retention of Criminal Justice Professionals.”

Need Justification:

Describe in specific terms the nature and extent of the deficiency or problem the project is intended to address. State directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to meet that need, including any other federal or state grants, and state why those resources and services are inadequate.

Objectives:

An objective is a statement that sets forth a particular result that the project strives to attain. Objective statements contain four parts: *what, how much, to whom, and when*.

Objective statements:

1. Begin with an action verb.
2. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Train* local law enforcement personnel in crisis intervention techniques and procedures.).
3. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: *Train 25%* of local law enforcement personnel in crisis intervention techniques and procedures.).
4. Indicate the intended targets, *to whom*, of the objective. (Example: *Establish* crime prevention partnerships with *two immigrant communities*.).
5. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months*, hire two officers with skills in the predominant language of the local immigrant community.).
6. Relate directly to the data provided in the need justification.
7. Are challenging, but realistically attainable with the resources that are requested.

Be sure to include any required objectives specified in the guidelines

Implementation:

Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the goals.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

Workplan:

Describe the steps or actions necessary to accomplish the goal and objectives of the project. Provide *anticipated* begin and end dates for each step. Use the downloadable form or include the workplan in the Project Description narrative, as desired.

(Workplan examples: Assemble advisory committee, June 1 - June 15; identify existing policies/practices, July 15 - August 15; research alternatives, October 1 – November 30; draft new policies, January 1- February 15; circulate for review & comment, March 1- April 30; implement, July 1.)

Your Workplan provides the basis for future quarterly reports.

Performance:

Describe how you intend to measure the performance of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to determine the degree to which the objective was achieved. Describe how the information will be analyzed.

IV. ATTACHMENTS (available for download)

Certifications, General Grant Conditions and Assurances:

A complete grant application includes signature pages from two documents not contained in this program guide:

1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*
2. *General Grant Conditions and Assurances [Attachment A]*.

These forms can be downloaded from the following DCJS web sites at

<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

GRANT APPLICATION CHECKLIST

- ☐ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors; the director of a state agency; the president of a college/university]
- ☐ Have all applicable parts of the Grant Application, Itemized Budget been completed?
- ☐ Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)
- ☐ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- ☐ Does the Project Description contain the following:
 - ☐ Need Justification?
 - ☐ Goals and Objectives?
 - ☐ Implementation?
 - ☐ A Workplan?
 - ☐ An Evaluation Plan?
- ☐ Does the material being submitted include an original and three (3) copies (for a total of 4) of the completed Grant Application?
- ☐ AND signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?